

August 26, 1993

Ms. Laura Goodfellow
Sales Department
Marriott Hotel
500 East Broad Street
Richmond, Virginia 23219

Dear Laura:

It was a pleasure meeting with you last week to discuss arrangements for Black Expo USA and the Benson & Hedges Blues and Rhythm October 8th, concert.

As discussed, you stated that no suites are available during this time period, due to other conventions that have previously blocked suites/rooms.

I would like to make arrangements for the following Philip Morris personnel:

<u>NAME</u>	<u>ARRIVAL DATE</u>	<u>DEPARTURE DATE</u>
Ms. Yvette Robinson Parlor Suite @ \$79.00 (Bedroom & Comp. Parlor) Room #1023	10/6/93	10/10/93
Ms. Yvette Robinson Concierge Level (No fee - Comp. room with King Bed)	10/6/93	10/10/93
Mr. Anthony Villa Parlor Suite @ \$79.00 (Bedroom & Comp. Parlor, if available - if not regular room with King Bed)	10/7/93	10/10/93

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<u>NAME</u>	<u>ARRIVAL DATE</u>	<u>DEPARTURE DATE</u>
Mr. Fred Jones Regular Room @ \$79.00 with King Bed	10/6/93	10/10/93
Ms. Maxine Maclin Regular Room @ \$79.00 with King Bed	10/6/93	10/10/93
Ms. Patricia Agnew Regular Room @ \$79.00	10/6/93	10/10/93
Ms. Tanya LeMelle Regular Room @ \$79.00 with Double Beds	10/8/93	10/10/93
Mr. Michael Sampson Regular Room @ \$79.00 with Double Beds	10/8/93	10/10/93
Mr. Harold Harvey Regular Room @ \$79.00 with Double Beds	10/8/93	10/10/93
Mr. Charles Judge Regular Room @ \$79.00 with Double Beds	10/8/93	10/10/93
Mr. Darryl Rogers Regular Room @ \$79.00 with Double Beds	10/8/93	10/10/93
Mr. Vincent Baber Regular Room @ \$79.00 with Double Beds	10/8/93	10/10/93

As quoted, the rate for the regular rooms is \$79.00 per night plus tax, the parlor suites (sofa that opens to a bed and a connecting bedroom that has 2 double beds) is \$79.00 plus tax with the connecting bedroom complimentary.

Each individual is responsible for their own charges. All rooms are to be billed to each individual's personal or business credit card. There will be no master billing.

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If you have any questions or concerns, please contact me at
212/878-2360.

Looking forward to seeing you.

Sincerely,

J. Yvette Robinson
Specialist II
Community Event Marketing

jyr/me

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